



United Way of Midland  
**Training and Conference Center**  
**Building Use Agreement**

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## I. FACILITIES

This agreement governs the use of the following spaces and amenities at the United Way of Midland (UWM) Training and Conference Center:

- **Hours of Operation: 9 AM – 9 PM** (Notify UWM if you need to come in early or leave later)
- **Training Room** (Training Center – Occupancy 75)
- **Conference Room** (Training Center – Occupancy 25)
- **Kitchen Area** (Training Center)

## II. RESERVATIONS AND SCHEDULING

- All reservations must be made through the **UWM Reservation Portal** (<https://koalendar.com/e/UWM-training-and-conference-center>).
- Use of rooms is subject to availability and is on a **first-come, first-served basis**.
- A confirmation email will be sent once the reservation is approved.

## III. FACILITY USE POLICY

- **Nonprofit Organizations:** Use of the facility is free of charge.
- **Human Health, Service, or Community Organizations:** Please contact the United Way of Midland Office Manager for current rates and policies.
- **Multiple Room Bookings:** If you need to reserve more than one room, please submit a separate booking request for each room.

## IV. CANCELLATION POLICY

- Cancellations must be submitted at least **48 hours prior** to the scheduled event.
- Failure to cancel in time or repeated no-shows may result in **denial of future reservation privileges**.

## V. CLEANING, DAMAGES, AND POLICY VIOLATIONS

- **Deposit Requirement:** A one-time, refundable deposit of \$50 is required from all users. This deposit renews annually and may be applied toward incidental costs such as cleaning fees, damages, or violations of facility policies.
- **Credit Card on File:** Upon reservation approval, users must provide valid credit card information to secure the booking. This card will be used to cover any additional charges not covered by the deposit, including but not limited to cleaning, damages, or policy violations.
- **Room Condition:** Users are responsible for leaving the room in a clean and orderly condition. This includes:
  - Proper disposal of all trash
  - Returning any moved furniture to its original position
  - Ensuring no damage or excessive mess is left behind
- **Damages:** Any damage to furniture, equipment, or property will first be deducted from the \$50 deposit. If costs exceed the deposit amount, the remaining balance will be charged to the credit card on file.

- **Policy Violations:** Repeated or serious violations of facility policies may result in suspension of building use privileges for a period ranging from one year to permanent revocation. Examples of policy violations include (but are not limited to):
  - Unauthorized use of restricted areas
  - Failure to comply with occupancy limits
  - Use of prohibited substances or equipment
  - Disruptive or unsafe behavior

## VI. KITCHEN USE POLICY

The kitchen includes access to:

- **Microwave, refrigerator, and ice maker**

### Rules of Use:

1. All kitchen items must be cleaned and returned to their proper place.
2. **No use of open flames, burners, or cooktops** is allowed.
3. **Air fryers, instant pots, and toaster ovens** are only allowed with **prior written approval** from the **UWM Office Manager**.
4. **Refrigerator Use:**
  - All items must be **clearly labeled with the event name and date**.
  - All items must be **removed promptly after the event**.
  - UWM is **not responsible for food left behind**.
5. Do not leave any perishable or uncovered items in the refrigerator.

## VII. TECHNOLOGY USE

Technology may be requested in advance and includes:

- **Wi-Fi access**
- **TV mounted screens**
- **AV sound system (If available)**
- **Video conferencing equipment** (available in select rooms)

### Rules of Use:

- All equipment must be **used properly and with care**.
- Any issues with technology must be reported immediately.
- Groups are responsible for ensuring **all equipment is turned off and returned** to original condition.
- Training or tech setup assistance must be scheduled in advance, during business hours.

## VIII. TABLES, CHAIRS, AND ROOM SETUP

The UWM Training and Conference Center provides:

- **Tables (Rectangular only)**
- **Chairs**

### Setup and Teardown Policy:

1. Tables and chairs may be **arranged by the reserving group** as needed.
2. After the event, **tables and chairs must be wiped down and cleaned** with provided supplies before being returned to their original location.
3. Please **do not drag furniture** across the floor to avoid damage.
4. **Do not block doorways or exits** when setting up your event layout.

## IX. CLEANING TOOLS

- A **vacuum and cleaning supplies** are available for use and are located in the **storage room**.

- Please wipe down all tables and counters after use (With cleaning wipes).
- Please notify the **UWM Office Manager** if any cleaning tools or products are missing or unusable.
- Return all items to the storage room after use.

## X. DECORATIONS POLICY

1. Decorations may be put up **on the day of the event** or **one day prior**, if arranged in advance.
2. **No open flames** permitted. **Dripless candles** may be used with caution.
3. **No tape, nails, tacks, adhesives, or ceiling hangings** that may damage surfaces.
4. **Plants** are allowed if moisture protection is used.
5. **No confetti, rice, birdseed, bubbles, sparklers, confetti, glitter, or silly string** is allowed inside or outside the facility.
6. All decorations must be **completely removed immediately after the event**.

## XI. GENERAL POLICIES

1. UWM facilities may not be used as a **regular meeting location** for any religious or organizational group.
2. Any group may reserve space for **no more than six events per calendar year**, and **no more than once per month**.
3. UWM reserves the right to **deny or cancel reservations** at its discretion.
4. Groups must leave the space in a **clean and sanitary condition**.
5. All promotional materials for events must be **approved by the UWM Office Manager** before distribution.
6. UWM is not liable for:
  - **Personal injury** occurring on premises
  - **Lost, stolen, or damaged personal items**
7. Facility-wide policies apply:
  - **No smoking / vaping** in or around the building
  - **No alcohol** allowed on the premises.
  - **No weapons** allowed on the premises.
  - **No food or drink** in undesignated areas
  - **No animals** allowed, except service animals

## XII. LIABILITY AND INDEMNITY

The reserving party assumes full responsibility for:

- All guests and activities associated with the event
- Ensuring compliance with all building use policies

The reserving party agrees to **indemnify and hold harmless** United Way of Midland and its staff from any claims arising out of event-related activities.

## XIII. AGREEMENT ACKNOWLEDGEMENT

By signing this agreement, the user affirms that they have read, understand, and agree to follow all terms outlined in this Building Use Agreement.

Written approval granted for: \_\_\_\_\_

Organization Name: \_\_\_\_\_

United Way of Midland

Representative Signature: \_\_\_\_\_

UWM Office Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Date Approved: \_\_\_\_\_